

Economic Growth & Development Committee  
Planning & Community Development Agenda  
June 20, 2022

COMMITTEE MEMBERS: Supervisors WILD, McDevitt, Hogan, Strough, Leggett, Frasier, Magowan - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Close capital project H340 First Wilderness 2012 with an estimated \$71,708.60 to be returned to the General Fund.  
Rationale: These projects are completed.
  2. Request: Amend resolution no. 595 of 2020 to extend the contract with L&S Energy to September 30, 2022.  
Rationale: Additional time is requested to complete the work.
  3. Request: Rescind resolution 475 of 2009  
Rationale: The County enacted 475 of 2009 during a severe economic downturn in an effort to reduce County expenses. The rates and intent of 475/2009 are no longer part of the Department operating procedure.
  4. Request: Rescind resolution 650 of 2012  
Rationale: Reimbursement requests to the State are done at prevailing hourly rates based on salary and fringe.
- IV. Discussion Items:
  - Staff paper on prospect of forming a Housing Trust Fund for Warren County
  - Status update on Septic Replacement Program
  - Discussion of grant projects to be applied for via the CFA
  - Historians' Challenge launch
- V. Referrals/Pending Items:
  - None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments:

1. Reso request form #20 – close capital project H340
2. Reso request form #4 – extend contract with L&S
3. Reso request form #20 – rescind 475 of 2009
4. Reso request form #20 – rescind 650 of 2012
5. Housing Trust Fund paper
6. Grant projects for CFA

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2022**

(a) Purpose of Request:

**To close capital project H340 First Wilderness 2012 with an estimated \$71,708.60 to be returned to the transfer account A.9550 910**

(b) Details:

These projects are completed. Transfer funds to set aside as match for new grants

(c) Previous Resolution Number:

**N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**H340.9550 280 FWHC 2012**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

## **RESOLUTION REQUEST FORM NO. 4**

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:**

**DATE:**

- (a) Purpose of Contract Change:  
**To amend Resolution No. 595 of 2021 to extend the contract with L&S Energy to September 30, 2022. Additional time is requested to complete work.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**No. 595 of 2021 and No. 206 of 2021**
- (c) Name of Contractor:  
**L&S Energy Services**
- (d) Address of Contractor: **58 Clifton Country Road  
Suite 203  
Clifton Park, NY 12065**
- (e) Contractor's Contact Person and Telephone Number:  
**Ronald Slosberg**
- (f) Commencement Date of Extension: **28 February 2022**
- (g) Termination Date of Extension: **30 September 2022**
- (h) Payment Provisions: i) lump sum amount **\$9,984**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:  
**A. 8021 470, Planning and Community Development. Total amount \$9,984.00**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS



Ethan Gaddy, AICP  
Assistant County Planner  
Warren County Planning  
1340 State Route 9  
Lake George, NY 12845  
[gaddye@WarrenCountyNY.gov](mailto:gaddye@WarrenCountyNY.gov)

June 10, 2022

re: Agreement for Technical Services

Dear Mr. Gaddy,

L&S Energy Services was retained by Warren County to complete an Energy Efficiency Feasibility Study for the Municipal Center. As we have discussed recently, obtaining trended (data logged) information from the on-site systems is important and needed to complete the evaluation.

We are requesting that the project budget be increased by \$2000 to allow the trending (data logging) to be completed. Based on a start of data logging later in June, we anticipate a project completion by the end of November 2022.

I hope that the Warren County Board of Supervisors will see it appropriate to approve this extension request.

Should you have any questions, please do not hesitate to contact me.

Respectfully,  
L&S Energy Services

A handwritten signature in blue ink that reads "Ronald Slosberg".

Ronald Slosberg  
Vice President

[RSlosberg@LS-Energy.com](mailto:RSlosberg@LS-Energy.com)  
(518) 383-9405 x 216  
(518) 369-3693 (mobile)

# *RESOLUTION REQUEST FORM NO. 20*

## *MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2022**

(a) Purpose of Request:

**Rescind 475 of 2009**

(b) Details:

The County enacted 475 of 2009 during a severe economic downturn in an effort to reduce County expenses. The rates and intent of 475/2009 are no longer part of the Department operating procedure.

(c) Previous Resolution Number:

**475/2009**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

**Warren County Board of Supervisors**  
**RESOLUTION NO. 475 OF 2009**

Resolution introduced by Supervisors Thomas, Kenny, VanNess, Belden, Stec, Sokol and Tessier

**AUTHORIZING USE OF COUNTY GIS SERVICES BY MUNICIPALITIES IN WARREN COUNTY IN RETURN FOR CERTAIN PAYMENT AND AUTHORIZING INTERMUNICIPAL AGREEMENTS REGARDING THE SAME**

WHEREAS, for a number of years now, the County has employed an individual to provide GIS services to various County agencies and also municipalities within the County requesting the same, and

WHEREAS, it has been recommended by the Planning and Personnel committees that the County modify the manner in which GIS services will be made available to governmental entities other than County Departments, now, therefore, be it

RESOLVED, that Warren County provide GIS services from the Planning and Community Development Department to municipalities requesting such services upon the following terms and conditions:

1. An intermunicipal agreement must be executed which will set forth the terms recommended by the County Attorney with regard to the provision of services, costs of the services, and the terms of payment;
2. For the time period of July 1, 2009 through December 31, 2009, interested municipalities shall have the option of paying a flat sum of Twelve Hundred Fifty Dollars (\$1,250) or the hourly amount of Thirty Dollars (\$30) for the use of GIS services;
3. Commencing January 1, 2010, all interested municipalities requesting GIS services shall be charged at the hourly rate of Thirty Dollars (\$30) for services used to the nearest quarter of an hour;
4. Services shall be provided with the understanding that the County may discontinue the provision of GIS services at any time;
5. Billings based on a flat sum for the year 2009 shall be payable within thirty (30) days of execution of the agreement, and billings based on the hour shall be billed quarterly and shall be payable within thirty (30) days of the date the bill is sent to the municipality; and

**RESOLUTION NO. 475 OF 20 09**

**Page 2, Continued**  
be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute intermunicipal agreements with those municipalities within Warren County interested in using the County GIS services with the agreement to be consistent with the terms and provisions of this resolution and in a form approved by the County Attorney.

# *RESOLUTION REQUEST FORM NO. 20*

## *MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2022**

(a) Purpose of Request:  
**Rescind 650/2012**

(b) Details:  
Reimbursement requests to the State are done at prevailing hourly rates based on salary and fringe.

(c) Previous Resolution Number:  
**650/2012**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 650 OF 2012

Resolution introduced by Supervisors Taylor, Conover, Monroe, Wood and Mason

### ESTABLISHING STATE BILLING RATE FOR GIS SERVICES FOR NON-GOVERNMENT ENTITIES

WHEREAS, the County Planner is requesting, in addition to the fees established by Local Law No. 3 of 2011, that Warren County establish the State billing rate at Sixty-Five Dollars (\$65) per hour for GIS services for contract and other services provided to non-government entities and in the event the State billing rate shall increase, the Warren County Planning Department is authorized to bill for said services at the current State billing rate, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby establishes the State billing rate for GIS services for non-government entities at Sixty-Five Dollars (\$65) per hour for GIS services for contract and other services provided to non-government entities and in the event the State billing rate shall increase, the Warren County Planning Department is authorized to bill for said services at the current State billing rate without the further need for a further resolution.

# Housing Trust Funds

## Purpose, Structure, Funding & Examples for Warren County to Consider

### Identifying Housing Issues, Needs and Quantifying Goals

Warren County Officials and the Economic Development Corporations' Housing Work Group have determined that the lack of available, single family and rental housing is negatively impacting communities and the growth of local businesses. Households with annual incomes less than 80 percent of the area median, seniors and empty nesters who desire to downsize as well as potential new residents are unable to purchase a home or find rental housing that is suitable to their needs and income. The lack of available housing, due to pandemic related impacts, has severely limited the supply of new housing, particularly for lower and middle-income households in the workforce.

The County requested and received funding from the NYS Housing Trust Fund Corporation to undertake a Housing Needs and Market Demand Analysis to address condition and supply issues. These reports will address demographic analysis and projected demand for housing within rural towns, hamlets and in the sub-urban areas of the County. Equally important will be an understanding of population projections, trends, and income issues that impact housing for householders under 65 and 65 plus. Developing scenarios based on a series of assumptions will be important to developing goals and strategies that will be incorporated into the County's Comprehensive Plan, the Town of Queensbury's Comprehensive Plan Update and will augment local planning initiatives.

### Determining Market Demand, Identifying Financial Resources and Organizational Structure

Warren County's housing reports will incorporate a Market Demand Analysis which will define housing types and quantity desired by residents based on current and projected household incomes. The analysis will address demand differences for rural up-county communities compared with sub-urban areas of down-county. Information will also address the general condition of the existing housing stock, structures suitable for re-purposing to multi-family housing and property suitable for development.

The financial resources necessary to address housing goals will be identified and discussed to include Warren County's ARPA fiscal recovery fund allocation, NYS Housing Trust Funds and Community Development Block Grants, Low Income Housing Tax Credits enacted as part of the 1986 Tax Reform Act awarded to NYS, regional foundations and trusts, community tax incentive programs (PILOT) and other investor partnerships that may include financial institutions.

The efficiency and expediency of using one or more financial sources to develop new housing will best be achieved by a collaborative effort of planning actions and non-traditional approaches. A new or existing entity should be dedicated to addressing housing needs and market demand as well as be responsive to the development community. The creation of a Local Housing Trust can function as an element of the County's Local Development Corporation to insure program and financial accountability for housing program resources. This entity can establish criteria for funding, provide technical assistance to communities and be the point of contact for the private developers. Additionally, it can function as a land bank for the County.

The following is an overview of Local Housing Trusts to provide guidance in determining the appropriate organizational structure for Warren County concerning funding and achieving housing goals.

## Overview of Housing Trusts

Housing Trust Funds are a flexible source of funding that can be used to support a variety of affordable housing activities. Because they are created and administered at the city, county, or state level, housing trust funds are not subject to the restrictions of federal subsidy programs and therefore can be designed specifically to address local priorities and needs.

The entity administering the fund determines eligible activities, which vary widely from community to community, from emergency rent assistance for families facing the threat of eviction or homelessness to gap financing for new construction of affordable housing or a home improvement program. Ideally, funding for the trust fund comes from a dedicated revenue source established with the support and approval of key stakeholders. While the actual amount of funding received each year may fluctuate, securing a dedicated revenue source allows some predictability and eliminates the need to go through the budget allocation process each year.

Local jurisdictions interested in creating an affordable housing trust fund will need to make a series of decisions about where the revenue comes from, how the trust fund is administered, and eligible uses. In this section we walk through the primary considerations.

### Approach

Cities, towns, and counties that are interested in creating a housing trust fund will need to determine whether the fund will be administered by an existing public office or nonprofit organization, or whether a new entity will be established to perform this function. Typically, trust funds are administered by existing public offices that have experience working with housing development partners, administering grants, and managing a competitive application process, such as the local department of housing or community development. In some cases, however, it may be expedient to identify a partner organization or to create a separate entity charged solely with managing trust fund operations.

The entity responsible for managing the housing trust fund will need to make a variety of administrative decisions about the fund's operation. Many of these decisions relate to housing trust fund awards, including:

- **How will awards be structured—as grants, low-interest loans, credit guarantees, or in some other form?** This decision will be guided in large part by the activities to be funded.
- **How will the application process be structured?** Some cities, towns, and counties allow applications to be submitted on a rolling basis, while others issue an annual or semi-annual request for proposals, often in coordination with other funding programs. Alternatively, some jurisdictions automatically allocate housing trust fund proceeds to designated housing and services providers to fund existing programs.
- **How will applications be evaluated?** Will priority be given to any types of projects, or projects with certain characteristics?

Local cities, towns, and counties will also need to establish other rules and guidelines regarding administration of the housing trust fund, including establishing the agency or department responsible for day-to-day management of the fund and expectations for reporting on housing trust fund activities. Many cities, towns, and counties also establish an advisory body composed of stakeholders from diverse backgrounds to help guide trust fund administration and provide program oversight. Smaller localities

should consider the potential of partnerships with other localities, regional authorities, or the state to assist in the management of the administration of the housing trust fund.

## **Funding**

There are many possible sources of revenue for a local housing trust fund. These sources often have some connection to the policy goal(s) of the trust fund—for example; many cities, towns, and counties deposit the revenue from linkage fees associated with new commercial development in the trust fund. The related section on dedicated revenue sources has more information on potential sources of funding for a housing trust fund.

Decisions about which source(s) are most appropriate for a given community will depend on several factors. One key consideration is the revenue potential of a given source, and whether it is likely to generate sufficient funds to provide meaningful support for affordable housing activities. The *reliability* of that funding source from year to year is a closely related consideration. The trust fund infrastructure allows funds to be carried over from year to year, making it possible to provide an even level of support for affordable housing activities even as funding levels fluctuate over time. However, trust funds that are funded with government appropriations similar sources receive only a one-time funding boost with little assurance of ongoing support. For this reason, some advocates limit the definition of housing trust funds to those funds that are linked to a dedicated revenue source that assures the availability of resources on a regular basis. <sup>14</sup>Localities experiencing economic contraction should ensure that funding will be sufficient for affordable housing needs and protected from appropriation for other uses.

Cities, towns, and counties will also need to assess the practical and political feasibility of creating a new fee or re-directing an existing revenue stream for affordable housing purposes. Support from local officials or approval from key stakeholders will be needed to designate an annual funding source for a County Housing Trust Fund.

## **Eligibility**

One of the key decisions in designing a trust fund is identifying the activities that the trust fund will support. Cities, towns, and counties may choose to limit eligibility for trust fund expenditures to one high priority activity, or allow a variety of possible uses. When deciding on eligible uses of trust fund expenditures, local jurisdictions should consider whether there are any high-priority housing needs that are difficult to fund with other sources, such as the creation of rental units for moderate-income households earning between 80 and 100 percent of the area median income who aren't eligible for federal housing programs. Trust fund revenue can also be used to fill gaps in other funding streams— for example, to provide deep rent subsidies that make federal tax credit units affordable to extremely low-income households.

Estimates of the amount of revenue likely to be raised in a given year should also inform this decision. For example, in cities, towns, and counties that expect to generate a very modest funding stream, it may be better to focus on small grants to support home safety modifications for senior homeowners, while cities, towns, and counties that anticipate a robust amount of revenue could choose to create a more costly program such as a local tenant-based rental assistance program.

Depending on local priorities and subject to state regulations, essentially any housing-related activity can be funded with a housing trust fund. Examples of the types of activities that can be funded with housing trust fund proceeds include:

- Capital subsidies for affordable housing developments
- Below-market financing of affordable housing development
- Operating subsidies for affordable housing developments
- Acquisition and operation of moderate-cost rental units
- Targeted efforts to create and preserve dedicated affordable housing
- Targeted efforts to expand the supply of rental housing and lower-cost housing types in resource-rich areas
- Community land trusts
- Deed-restricted homeownership
- Limited equity cooperatives
- Use of publicly owned land for affordable housing
- Land banks
- Property acquisition fund
- State- or local-funded tenant-based rental assistance
- Security deposit and/or first and last month's rent assistance
- Downpayment and closing cost assistance
- Shared appreciation mortgages
- Subsidized mortgages
- Energy-efficient retrofits
- Foreclosure prevention programs
- Assistance for home safety modifications
- Homeowner rehabilitation assistance programs
- Weatherization assistance

All requirements regarding eligible applicants, income thresholds required affordability period, and other limits on the use of housing trust fund awards should be clearly established in the program guidelines.

### **Examples**

The Somerville, MA Affordable Housing Trust focuses on preserving and creating affordable rental and homeownership units, as well as providing direct assistance to renters and homeowners. Funds may be used for a variety of activities that support these goals, including site development for new construction; rehabilitation subsidies and arson prevention for existing developments; and assistance with security deposits or down payments and closing costs for renters and homebuyers. Trust documents also allow for funds to be used to research other appropriate activities or to provide seed money for new programs or organizations. Funding for the Trust comes from a variety of sources, including linkage fees and in lieu payments from the city's inclusionary zoning programs, as well as allocations from the city and from the federal Emergency Shelter Grant program. At least 20 percent of funds must be used to serve households with incomes below 50 percent of AMI, although the Trust "encourages deeper affordability" and the use of funds to serve people experiencing homelessness. Another 20 percent is reserved for households at 51 to 80 percent of AMI, and 10 percent must go towards those with incomes between 81 and 100 percent of AMI. The Trust is governed by a nine-member Board of Trustees that includes the Mayor, President of the Board of Aldermen, and Executive Director of the Somerville Housing Authority (or their designees), as well as six members appointed by the Mayor or

approved by the Board of Aldermen including representatives from the housing or real estate and banking or finance sectors and at least one Somerville resident who is eligible for state or federal public housing programs. [The Somerville Affordable Housing Trust Strategic Vision Plan & Guidelines provides more details.](#)

To support its housing trust fund, Austin, TX dedicates property tax revenue from projects built on land that was previously owned by the city. When the city's Affordable Housing Trust Fund was first created in FY 1999-2000, the City Council voted to direct 40 percent of property tax revenue generated by developments on former city-owned property to the fund; in 2016, they increased that share to 100 percent. The city's Neighborhood Housing and Community Development Department administers the fund, which also receives support from the city's [tax increment financing](#) program, property sales, and other local sources. Funds support rehabilitation and creation of new affordable housing, including in higher-income neighborhoods and Homestead Preservation Districts that have been targeted for reinvestment, among other activities. [The Housing Trust Fund Project lists more details about Austin's Housing Trust Fund.](#)

## Related Resources

### General

- The Center for Community Change [Housing Trust Fund Project](#) – The most exhaustive source of information on housing trust funds; includes detailed information about components of housing trust funds and campaigns to establish housing trust funds, as well as case studies and up-to-date examples.
- [Opening Doors to Homes for All: The 2016 Housing Trust Fund Survey Report](#), Housing Trust Fund Project (2016) – Annual report of the Housing Trust Fund Project provides a comprehensive overview of housing trust funds at the state, city, and county levels, including revenue sources, administration, and program requirements.
- [Establishing a Local Housing Trust Fund: A Guide for California Officials](#), Institute for Local Government (2007) – Although prepared for local jurisdictions in California, this report provides guidance that will be of interest to all cities, towns, and counties interested in creating a housing trust fund, with special focus on program design, administration, and coordination.
- [Municipal Affordable Housing Trusts](#), Massachusetts Housing Partnership (2013) – While prepared for local jurisdictions in Massachusetts, this guidebook may be a useful reference point for all cities, towns, and counties, with sections on defining the vision of the trust and strategies for gaining support and approval.

### State Enabling Legislation

**State Legislation to Promote Local Housing Trust Funds**, Housing Trust Fund Project (2013) – Provides information on the various forms of state legislation that have helped to advance local housing trust funds.

1. See the Center for Community Change Housing Trust Fund Project write-up at <https://housingtrustfundproject.org/htf-elements/revenue-sources/>
2. For more detail, see the National League of Cities fact sheet, [Cities 101 – Delegation of Power](#).

**Proposed Consolidated Funding Applications - July 2022**  
**Warren County Planning Department**

**Project Name:** Town of Horicon Library Restoration

**Project Description:** : The Heintzelman Library on Horicon’s Mill Pond needs restoration. The WCPD will assist the Town in applying for funding from the Office of Parks Recreation, and Historic Preservation (OPRHP) for a matching grant to restore this important community asset. The Lake Champlain Lake George Regional Planning Board (LCLGRP) will be providing support.

**Funding Source:** NYSOPRHP Historic Preservation Program

**Project Cost:** TBD (match provided locally)

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**Project Name:** Town of Chester Gateway and Linkage Project

**Project Description:** WCPD will assist Town of Chester to apply for Local Waterfront Revitalization Program funding to develop design and construction documents as well as permitting for the Route 8/9 gateway and multi-use trail connection to Dynamite Hill recreation area. This project will advance over 20 years of planning through the First Wilderness program as well as locally initiated plans.

**Funding Source:** NYSDOS Local Waterfront Revitalization Program

**Project Cost:** estimated \$200,000 with match requirement of \$50,000

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**Project Name:** Climate Smart Communities

**Project Description:** WCPD is considering submitting a grant application to the NYSDEC Climate Smart Communities Program in order to establish strategies to assess sources of GHG emissions as well as to identify mitigation and adaptation projects. These projects fall under the broad category of “certification” actions in the CSC program. Depending on status of hazard mitigation plan and availability of free technical assistance from Capital District Regional Planning Commission the exact certification action will be determined within the next week.

**Funding Source:** NYSDEC Climate Smart Communities

**Project Cost:** Estimated \$100,000 with match requirement of \$50,000

**Project Name:** Riverfront Park Improvements

**Project Description:** The County of Warren desires to implement goals and objectives of the First Wilderness Heritage Corridor Plan. In 2013 a master plan was developed for an area in the hamlet of North Creek known as Riverfront Park. This area of the hamlet is adjacent to the historic North Creek Railway Station Complex and fronts on the Hudson River. With assistance from Warren County, the town is proposing to implement selected improvements from that plan. The town will secure additional property from the county to construct an on-site septic field as part of providing public restrooms along the water front. Additional upgrades to an existing structure, to include electrical service upgrades, will support existing arts and cultural activities that occur both onsite and inside the Barn structure.

**Funding Source:** Local Waterfront Revitalization Program, managed by Department of State

**Project Cost:** \$250,000, match provided by the Town via property donation from County.

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**Project Name:** First Wilderness Action Plan Update

**Project Description:** The County will use contracted services to update the First Wilderness Action Plan. The consultant will be responsible for reviewing past First Wilderness plans and assess progress. Through a series of public meetings and outreach an assessment of remaining goals will determine which to carry forward and which ones are no longer pertinent. The second part of the update will involve incorporating new ideas and opportunities into the Action plan.

**Funding Source:** Local Waterfront Revitalization Program, managed by Department of State

**Project Cost:** \$100,000 approx